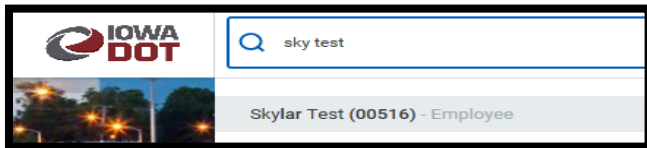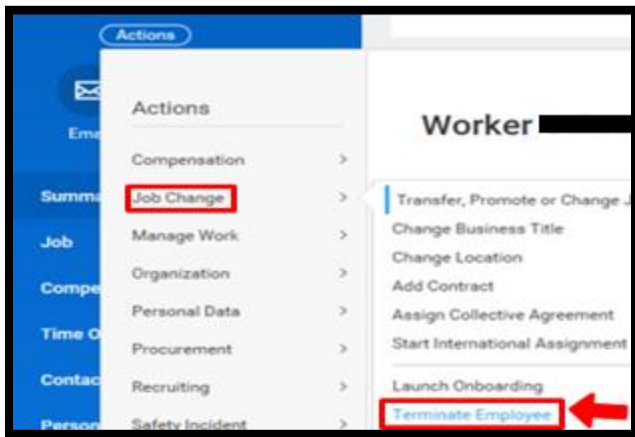## RETIREMENT

TERMINATE A **REGULAR EMPLOYEE - SLIP RETIREMENT**

From the **Search** Bar:

1. Find the name of the **Employee** and click on it.

2. Click the **Related Actions Button** . Then click on **Job Change** > **Terminate Employee**.
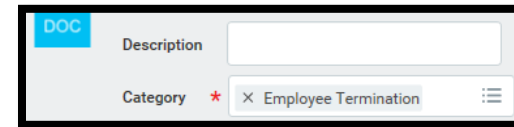

3. Click **Primary Reason** and choose **Retirement > 90 SLIP Retirement**.

4. Click **Termination Date** and enter date for the **Termination Date** (this will populate the other two dates as well).

> Note: You may need to change the **Last Day of Work** and **Pay Through Date** if they are different than the **Termination Date.**

5. If you have prior approval for overlap, click **Is this position available for overlap** and check the box.

6. Attach the **Resignation Letter** or **Email** and choose the **Employee Termination** category.

7. Click **Submit**.

8. This will then route to **HR Partner**, **DAS, and Payroll Partner** before being routed back to you.

9. Open Inbox Item - **Inbox- Offboarding Procedure.**
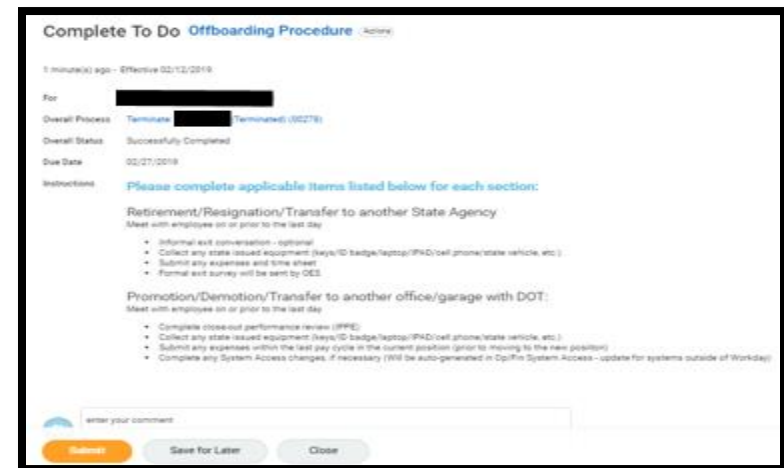
10. Complete **To Do** items in the inbox notification and then press submit when completed.

11. You have officially terminated an employee.

NOTE: If you did not receive a **Successfully Completed** message, then please reach out to your HR Partner in OES to determine what is incomplete.
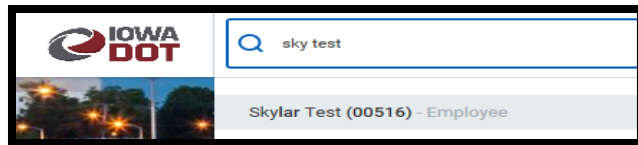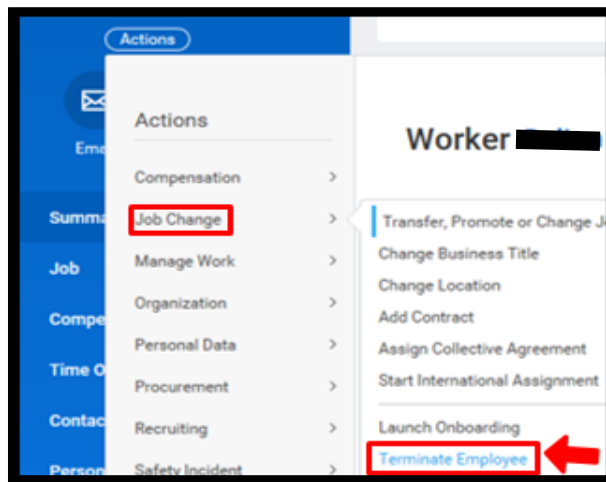
TERMINATE A REGULAR EMPLOYEE - VOLUNTARY RETIREMENT

From the **Search** Bar:

1. Find the name of the **Employee** and click on it.

2. Click the **Related Actions Button** 👐. Then click on **Job Change** > **Terminate Employee**.
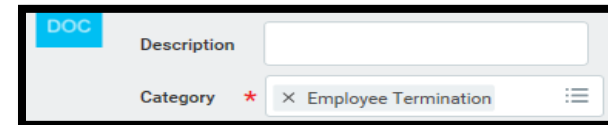

3. Click **Primary Reason** and choose **Retirement > 89 Voluntary Retirement**.

4. Click **Termination Date** and enter date for the **Termination Date** (this will populate the other two dates as well).
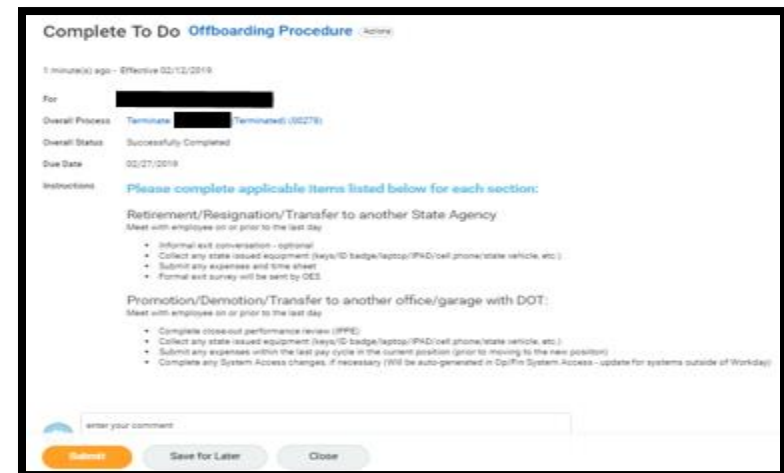
> Note: You may need to change the **Last Day of Work** and **Pay Through Date** if they are different than the **Termination Date.**

5. If you have prior approval for overlap, click **Is this position available for overlap** and check the box.

6. Attach the **Resignation Letter** or **Email** and choose the **Employee Termination** category.

7. Click **Submit**.

8. This will then route to **HR Partner**, **DAS, and Payroll Partner** before being routed back to you.

9. Open **Inbox- Offboarding Procedure.**

10. Complete **To Do** items in the inbox notification and then press submit when completed.

11. You have officially terminated an employee.

Note: If you did not receive a **Successfully Completed** message, then please reach out to your HR Partner in OES to determine what is incomplete.